



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

MENTAL HEALTH CONTRACT AND GRANTS MANAGER

Class No. 002399

■ CLASSIFICATION PURPOSE

Under direction, to direct and coordinate contract administration activities for the Adult/Older Adult and Children's Mental Health Divisions of the Health and Human Services Agency; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

This is a single position classified management class allocated to the Health and Human Services Agency (HHSA), Mental Health Services. The incumbent reports to management and supervises a unit responsible for contract design, procurement, negotiation, and management and monitoring of external direct service contracts for two HHSA divisions. The incumbent oversees the complex and unique financial management aspects of Mental Health contracts, including compliance with all funding sources, County, State and Federal requirements, revenue production, and contract reimbursement payment and final cost settlement. The incumbent serves as liaison between Mental Health Services and HHSA Contract Support, Purchasing and Contracting, and the Auditor and Controller.

Mental Health Contract and Grants Manager is distinguished from the next higher class, Chief, Mental Health Program and Administrative Support, in that the latter is a section head responsible for directing quality improvement activities for Adult Mental Health or overseeing budget, fiscal monitoring, personnel, contract administration, data reporting, IT coordination and reimbursement compliance for both the Adult and Children's Mental Health Services divisions. The Mental Health Contracts and Grants Manager is distinguished from Regional Mental Health Program Coordinator in that the latter is responsible for developing programmatic and clinical scope of work of a contract and monitors services provided by contracted agencies.

■ FUNCTIONS

The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Supervises, directs, trains, reviews, and evaluates the work performed by a unit of analysts, accountants, and administrative support staff involved in the management of procurement, administration and financial management of external agencies that provide direct mental health services to clients; supervises employees responsible for reviewing mental health contract operations; supervises employees responsible for maintaining and updating electronic databases and central contract files.
2. Researches and analyzes new and improved methods to attain program objectives by determining: the most appropriate procurement strategy, contract reimbursement type, and best value from various providers.
3. Develops requisitions for proposals, purchase orders, contract documents and fiscal transactions for the purpose of executing and implementing direct service contracts and agreements.
4. Negotiates contract funding and rates of charge with representatives of external service contractors; negotiates rates of reimbursements for specific contractors with representatives of the State of California, Department of Mental Health.
5. Oversees all direct service contract budget development, analysis and expenditure monitoring activities including the tracking, billing and claiming of revenues from various funding sources such as Short-Doyle, Medi-Cal, Realignment and other State and Federal agencies; directs and oversees contractors' revenue and expenditure forecasts that are included in the Mental Health Services Operations Plan and fund balance reporting.
6. Recommends modifications or discontinuance of contracts based on: assessment and evaluation of the contractors' contract compliance and performance, or change in community needs and/or availability of funds.
7. Prepares Board letters and related supplemental documentation for the Board of Supervisors in order to obtain authorization for procurement and contracting activities.

8. Ensures fiscal compliance of all contracts in accordance with State regulations; ensures compliance of direct service contractors with appropriate Federal, State, and County regulations; and provides technical assistance to representatives of contract agencies to ensure compliance with contract provisions and County, State and Federal regulations.
9. Coordinates site visits conducted by program monitors, in accordance with established monitoring plans.
10. Coordinates the work of program monitors in regard to requests for proposals for new programs including the analysis of economy and efficiency factors to determine the feasibility of establishing such programs.
11. Attends HHS inter-agency threading meetings and management level meetings involving representatives of Adult/Older Adult and Children's Mental Health divisions; and represents the department and participates on task forces and committees.
12. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Community mental health theory and practices including identification, treatment and rehabilitation processes and programs.
- Mental health program planning and administration in accordance with federal and state requirements unique to public mental health services.
- Mental Health legislation, regulations and sources of program funding including, but not limited to, Short-Doyle, Medi-Cal, Managed Care, and CALWORKS.
- Contract negotiation, administration, law, monitoring practices, and request for proposal development.
- Methods and techniques of supervision and training.
- Methods, techniques, and instruments used to conduct research and analyze statistical and fiscal data pertaining to the measures of productivity, comparative program costs, accuracy rate of reimbursable and allowable units and prevailing industry trends and rates.
- Current trends in county mental health programs such as contract reimbursement types and revenue and funding sources.
- Methods used to conduct cost/benefit analysis.
- The General Management System in principle and in practice.
- County customer service objectives and strategies.
- Operation and use of personal computers and modern office equipment.

Skills and Abilities to:

- Plan, supervise, direct, coordinate, train, review, and evaluate the work of employees responsible for performing contract and grants negotiations, analysis, and monitoring and administrative support tasks for mental health programs.
- Use effective planning and problem solving techniques and methods to order to reach agreements over mental health program goals and implementation.
- Read, understand, interpret and apply pertinent provisions of various laws relating to government contracts.
- Conceptualize and develop mental health programs in conjunction with contracting agencies.
- Employ budgeting and fiscal management principles to coordinate and review financial forecasts and analyses related to direct service contracts.
- Collect, review, and analyze data and information and use sound, logical reasoning to develop conclusions and recommendations.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.
- Organize and prioritize assignments and objectives in order to meet designated timelines.
- Communicate clearly, concisely and effectively when speaking to individuals and groups of persons.
- Communicate effectively in writing when preparing Board letters, contract documents, proposals, fiscal certifications, grants, reports, and correspondence.
- Establish effective working relationships with management, employees, representatives of contracted and outside agencies, and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies, and members of the public with courtesy and respect.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: a bachelor's degree from an accredited college or university in public administration, business administration, health and human services, public health, or a closely related field, AND, four (4) years of experience of progressively responsible management or supervisory experience for an agency or organization.

Note: The possession of a Master's degree from an accredited college or university in public administration, business administration, health and human services, public health, or a closely related field, can substitute for up to two years of the experience requirement listed above.

Desirable Qualifications

- Management level experience in negotiating and monitoring contracts for an agency or organization that provides mental health services.
- Supervisory experience over a group of professional and support staff assigned to provide contract monitoring support for an agency or organization that provides mental health services.

■ **ESSENTIAL PHYSICAL CHARACTERISTICS**

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers, copiers, telephones, cellular phones and other office equipment. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying files weighing up to 10 pounds.

■ **SPECIAL NOTES, LICENSES, OR REQUIREMENTS**

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None required.

Working Conditions

The primary work place is an office environment. Work involves frequent exposure to computer screens. Work involves travel to locations within and outside of the county.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probation Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

New: May 26, 1995
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